



## **Rio-Net Aging and Disability Resource Center of the Lower Rio Grande Valley**

### **Advisory Council Rules of Function**

The name of this council shall be the Advisory council of the Rio-Net Aging & Disability Resource Center (ADRC) Program serving Cameron, Hidalgo, and Willacy Counties.

#### **PURPOSE OF ORGANIZATION**

The purpose of the Advisory Council is to advise and assist the Rio-Net ADRC Staff in achieving the goals of the Aging and Disability Resource Center Program.

#### **MEMBERSHIP**

The Advisory Council will be composed of voting individuals and shall include in its membership, when available: community, business, and labor leaders, representative from Volunteer Stations, public and private agencies, persons specializing in the field of aging, disability and volunteerism.

Conference call capabilities are available to any member upon request and with sufficient notification-(1-week in advance)

More than three (2) consecutive absences without valid reason and notification to the Rio-Net ADRC Program Chairperson or Program Administrator shall constitute sufficient cause for replacement on the Rio-Net Aging and Disability Resource Center Advisory Council.

#### **OFFICERS**

##### **Section I**

A Chairperson and Vice-Chairperson shall be elected from within the Rio-Net Aging and Disability Resource Center Program's Advisory Council Membership and approved by consensus vote to serve a term of one (1) year, not to exceed two (2) terms. The Chairperson shall: (1) preside at all Meetings of the Advisory Council; (2) be an ex-officio

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Member of all committees or work groups created for the sole purpose of advancing the ADRC program and it's immediate goals.

The Vice-Chairperson shall, in the absence of the chairperson, preside at all meetings of the Advisory Council and serve as Chairperson and as an ex-officio member of any work groups or committees.

The Chair and Vice-chair cannot be from the same organization.

### **Section II**

The Secretary shall be the Program Administrator of the Rio-Net ADRC Program or a designee of the Program Administrator. The Secretary shall keep or supervise the keeping of minutes of the Advisory Council meetings and shall perform such other and further duties as may be required or requested of the Secretary by the Advisory Council.

## **MEETINGS**

### **Section I**

The Advisory Council will meet on the 2nd Wednesday of the every month from 9:00 am to 10:00 am. Additional meetings may be called by the Chairperson of the Advisory Committee.

### **Section II**

All meetings are open to those persons interested in the purpose of the Rio-Net ADRC.

### **Section III**

A quorum shall consist of at least fifty-one percent (51%) of the voting membership. This includes electronic voting.

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### **Section IV**

Advisory Council members shall be notified of all regularly scheduled meetings.

### **Section V**

The Program Administrator and/or a designated staff person shall serve as an ex-officio member of all committees and a staff person shall attend each Advisory Council Meeting.

### **AMENDMENTS**

These Rules of Function may be amended or revised by a two-thirds vote of the members present and voting at any regular meeting. Proposed amendments must be submitted to the Advisory Council one month prior to voting.

### **MEETING PROCEDURE**

All meetings of the Advisory Council shall be conducted under Roberts Rules of Order.

Electronic Voting for items needing voting prior to the regularly scheduled meeting may be presented to the members by the Chairperson.

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